Development Services Department
Technical Advisory Committee
Priorities & Task Assignments

Priority	Tasks/Issues	Responsible Person(s)	Target Date	Status
Short Term Items	▪ Demonstration of Project Tracking System	Kelly Broughton		**COMPLETED**
	▪ 5/20/02 Budget Hearing (Support for Infill Program Manager & staff – letters, public comment?)			**COMPLETED**
	▪ Self Certification (architectural, landscape, contracted building inspection)	Kirk O'Brien (architectural)	Outline – 7/03	Targeted Completion 8/03
	▪ Explore possibility of making this a "Pre-Certification" Program?	Kelly Broughton (landscape)	Training – 7/03	
		Isam Hasenin/Art DeBolt (contracted building inspection) (Title 24)	9/03	Ongoing
	▪ Records poster listing of minimum requirements	Bob Didion	8/03	
	▪			
Infill Development Affordable Housing Project Expedite (correlation to price reduction)	▪ Look at process changes & regulations	Reese Jarrett		Ongoing
	▪ Involve Community Planning Groups (representatives/workshop)	Mike Westlake	TBD*	
	▪ **Use of previously approved systems (Sovent plumbing) (see Technology & Process section)**	Michael Gallasso Reese Jarrett	6/03	**COMPLETED**
	▪ Type III modified (Type III to Type 5) (*see Technology & Process section)*	Isam Hasenin	6/03	At Board of Building Appeals (need to get dates from Isam)
	▪ Clarification of UBC to allow use of IBC	Isam Hasenin	6/03	Long term
Customer Service Performance Measures Customer Surveys	▪ Staffing ▪ Training ▪ Information in timely manner ▪ Qualifications ▪ Returning phone calls ▪ Consistency of information ▪ Attitude/behavioral issues ▪ Department Performance Measures	Janay Kruger Kirk O'Brien Ed Oliva Margo Miller Gary Halbert Richard Sims Cynthia Queen Kathi Riser Scott Kessler Jeff Strohminger	Plan Development by 7/03 8/03	Planning Stage Completed First Phase rolled out Sept03
	▪ Customer perspective workshop on permit process changes due to PTS	Jim Myers	8/03	

* The work plan and schedule for this item is being developed and will be given a target date after review by the Technical Advisory Committee.

Priority	Task/Issues	Responsible Person(s)	Target Date	Status
Budget & Facilities	▪ Review 2003 Budget ▪ Benchmark other jurisdictions (staffing per capita) ▪ Fund development for co-location of DSD services ▪ Future space needs	Janay Kruger	TBD*	**COMPLETED** Continue to explore

	▪ **Fee Survey**
	  o review revised scope of work
	  o service expectations from industry
		TAC		**COMPLETED**
				To Council 5/19/03

Technology & Process	Technology: ▪ **Use of previously approved systems (Sovent plumbing)**	Isam Hasenin Reese Jarrett Michael Galasso	6/03	**COMPLETED**
	▪ **Type III modified (Type III to Type 5)** ▪ **Clarification of UBC** ▪ **IBC** ▪ **IRC Legislation**	Isam Hasenin	6/03 6/03 6/03 On going	**COMPLETED** **COMPLETED** **COMPLETED** ongoing
	▪ Best practices from other jurisdictions (Administrative & Regulatory)	Isam Hasenin Kelly Broughton	Ongoing	Ongoing/Long Range
	▪ Document past decisions ("determinations manual") – codify changes (encroachment removal, landscaping/parking for small lots, non-occupied buildings/parking requirements)	Gary Halbert		"

	▪ Inspection Handhelds
	
	▪ In-house technology
	  ✓ E-permits
	
	  ✓ Electronic Plan Check
	
	  ✓ Payment for all permits online
		Gary Halbert
		Kelly Broughton
		Isam Hasenin
		Kirk O'Brien
		Jason Mahlin
		Jim Myers
		Steve Lindsay
		
		Jim Myers
		Terry Marshall
		Alex Bragado
			8/02
			
			7/03
			
			TBD*
			
			TBD*
				COMPLETED
				
				Working on second pilot project.
				Updates on 10/03

	Process: ▪ Document past decisions ("determinations manual") – codify changes	Gary Halbert	TBD*	
	▪ Develop newsletter to address process issues	Janay Kruger	TBD*	

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		Cynthia Queen Tina Christiansen		
Technology & Process (continued)	▪ Fire Department/DSD review coordination	Isam Hasenin	Report Out 7/03	Pending
	▪			
	▪ Address disconnect between plan check and inspection	Isam Hasenin Art DeBolt		
	▪ Assess time takes to make decisions (3rd cycle review – connect to performance measures)	Gary Halbert	Report back 7/03	
	▪ In-house technology ✓ PTS ✓ Project Status on WEB ✓	Jim Myers Kirk O'Brien ? Isam Steve Lindsay	7/03 12/03	
	▪ Electronic plan checks			
	▪ Water Utilities interface with LDR	Kelly Broughton Janay Kruger Rick Rubin	12/03	
	▪ Staffing for Construction Change Reviews	Isam Hasenin Art DeBolt Mo Sammak Jeff Strohminger Hossein Ruhi Rick Rubin Kirk O'Brien Michael Gallasso	12/03	
	▪ Standard Drawings (online)	Kelly Broughton	7/03	
	▪ Standard Drawing Formats	Isam Hasenin Dan Stricker	8/03	
	▪ Permit Press Technical Inserts	Kirk O'Brien Cynthia Queen	Ongoing	
	▪ Curb to Property Line maps online ▪ Transit Overlay Zone maps online ▪ Zoning Maps online	Gary Halbert Jim Myers	TBD*	
	▪ Automated Records Requests (online)	Jim Myers	TBD*	

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		Terry Marshall		
Miscellaneous	• Look at applying infill development & affordable housing concepts to other types of development	Mike Westlake	7/04	
	• Hotels removed from expedite list (next update cycle on policy)	Mike Westlake	TBD*	
	• Small business improvements	Kelly Broughton Ed Oliva Janay Kruger Richard Sims Scott Kessler	8/03 (take to LU&H 9/03)	
	• Administrative Holds (Internal rules/procedures)	Kelly Broughton	12/03	

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